

# NATIONAL FEDERATION OF WOMEN'S INSTITUTES

WI \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_ Date \_\_\_\_\_  
Email \_\_\_\_\_



Dear \_\_\_\_\_

We are making up our Programme for 20 \_\_\_\_\_ and would like to invite you to give us a \_\_\_\_\_ minute Demonstration/Lecture/Talk on \_\_\_\_\_ (subject)  
We meet in \_\_\_\_\_ (place)  
Postcode \_\_\_\_\_  
and would be ready for you to speak at \_\_\_\_\_ (time)

The dates we have available are:-  
\_\_\_\_\_  
\_\_\_\_\_

Should you wish to sell items in connection with your talk a 10% commission will be charged. If you are giving a talk on behalf of a registered charity, please note that any fee cannot be made payable to the charity itself as this would infringe on our own charitable status. A personal cheque will be issued instead.

Would you please complete the attached Reply Form and return it in the enclosed stamped addressed envelope.

Yours sincerely,

## Reply Form

Name (with titles etc.) \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_ Email \_\_\_\_\_  
Subject \_\_\_\_\_  
Details of interest \_\_\_\_\_  
\_\_\_\_\_  
Fee \_\_\_\_\_ Expenses \_\_\_\_\_ Date \_\_\_\_\_  
Equipment required \_\_\_\_\_  
\_\_\_\_\_  
Other requirements \_\_\_\_\_  
\_\_\_\_\_

## To be handed to Treasurer on arrival at meeting

Speaker \_\_\_\_\_  
Fee \_\_\_\_\_  
Expenses \_\_\_\_\_  
Received \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_